

**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, June 2, 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

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

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

AGENDA

I. Call to Order and Roll Call – G. Smeltzer

II. Public Comment – President Washington

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

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

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

III. Routine Business – President Washington

1. Approval of Agenda for the June 2022 Board Meeting

IV. Oral Reports

District Report –

- i. Leadership Report- Ms. Smallwood and/or Leadership Team**
 - Presentation of some highlights from Staff Appreciation Week and Student Project Presentations.
- ii. LPAC Report- Mr. Carrasquillo**
- iii. Financial Report- Mrs. Cusaac, Ms. Murray, & Ms. Smallwood**

V. Consent Items

- 1. Approval of the minutes from the May 2022 Board Meeting**
- 2. Approval of May 2022 financial statements from T. Taylor**

VI. Action Items

- 1. Be it resolved to approve and adopt the previously-approved drafts as Board Policy for sections 3028 and 3009.**
- 2. Be it resolved to distribute the compensation for the board recorder for the months of January through June 2022 at the previously approved monthly rate.**
- 3. Be it resolved to pay the previously approved stipend for the mentors. Be it resolved to**

approve the new teacher induction mentor stipend disbursements to be paid according to the previously-approved schedule with 2 payments during the current 2021-22 school year.

VII. Information Items

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

a. Phased Reopening Plan (unchanged):

<https://docs.google.com/presentation/d/14DpXgP71fDX2EkvMOalmjMi9UVeijeIV/edit?usp=sharing&ouid=109408889263384150517&rtpof=true&sd=true>

b. There have been no classroom quarantines. Families were notified by letter of possible contact with a positive case by classroom if there was a report of positive case.

2. Strategic Planning:

a. Strategic Plan (unchanged):

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:

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

1. Be it resolved to accept the resignation of Leah Ellingson effective May 13, 2022.

XI. Additional Resolutions-

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

LINCOLN CHARTER SCHOOL LEADERSHIP REPORT TO THE BOARD

Date: June 2, 2022

Submitted by: LCS School Leadership Team

Ms. Deb Smallwood, Acting CEO/Principal:

Academics:

- Met with Instructional Coaches and grade-level leads.
- 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.
- Consulted with outside source regarding nursing services.
- Consulted with outside source regarding library services.

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.
- Collaborated with Mrs. Penn for planning and organizational compliance.

Mission Moments

- Staff participation in the interview process.
- Staff appreciation week was a great success.
- The final group projects from each grade level.

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)					3rd Grade CDT Scores (Winter)				
	Red	Green	Blue	Total Tested		Red	Green	Blue	Total Tested
ELA	102	6	1	109		70	19	1	90
Math	105	3	0	108		88	6	0	94
4th Grade CDT Scores (Fall)					4th Grade CDT Scores (Winter)				
	Red	Green	Blue	Total Tested		Red	Green	Blue	Total Tested
ELA	90	10	0	100		80	13	1	
Math	100	1	0	101		88	3	0	91
5th Grade CDT Scores (Fall)					5th Grade CDT Scores (Winter)				
	Red	Green	Blue	Total Tested		Red	Green	Blue	Total Tested
ELA	85	4	0	89		69	4	0	73
Math	87	0	0	87		76	1	0	77
6th Grade CDT Scores (Fall)					6th Grade CDT Scores (Winter)				
	Red	Green	Blue	Total Tested		Red	Green	Blue	Total Tested
ELA	62	9	0	71		60	9	0	69
Math	69	0	0	69		64	1	0	65

3rd-6th Grade STAR Data

3rd Grade STAR Scores (Fall)					3rd Grade STAR Scores (Winter)				
	Urgent	Intervention	At/Above	Total Tested		Urgent	Intervention	At/Above	Total Tested
ELA	57	27	21	105		44	35	22	101
Math	59	28	22	109		48	33	20	101
4th Grade STAR Scores (Fall)					4th Grade STAR Scores (Winter)				
	Urgent	Intervention	At/Above	Total Tested		Urgent	Intervention	At/Above	Total Tested
ELA	53	26	20	99		27	23	45	95
Math	45	32	23	100		32	40	23	95
5th Grade STAR Scores (Fall)					5th Grade STAR Scores (Winter)				
	Urgent	Intervention	At/Above	Total Tested		Urgent	Intervention	At/Above	Total Tested
ELA	43	33	6	82		43	24	7	74
Math	42	37	6	85		39	39	9	87
6th Grade STAR Scores (Fall)					6th Grade STAR Scores (Winter)				
	Urgent	Intervention	At/Above	Total Tested		Urgent	Intervention	At/Above	Total Tested
ELA	39	23	12	74		28	36	9	73
Math	30	32	12	74		18	43	10	71

K-2nd Grade STAR Data

2nd Grade STAR Scores (Fall)

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

2nd Grade STAR Scores (Fall)

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

1st Grade STAR Scores (Fall)

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

1st Grade STAR Scores (Fall)

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

Kindergarten-Grade STAR Scores (Fall)

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

Reading & Math Instructional Enrichment

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

- Substituted in K-6 classrooms
- Daily Tier 3 Reading intervention with 3rd grade students
- Planned ELA for K-2 Summer School
- Trained six teachers on administering DRA assessments
- Administered DRA's to K-3 students
- Created digital DRA database and began entering data
- Began looking at new Wonders curriculum for planning scope & sequence
- Participated in School Survey Committee meeting
- Participated in SES planning meeting with consultants

- Attended PLC meetings with K-2 teachers
- Checked ELA lesson plans weekly
- Car dismissal duty
- Morning playground duty
- Continued to manage the Karate Dolch sight word incentive program
- Continued to administer and oversee the Capit phonics program
- 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)-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)

- Created and distributed mathematics open-ended questions and schedules
- Met with Innovageous to discuss LRE data
- 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
- 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 and afternoon duties
- Attended grade level SAFSS meetings
- Coached 3rd grade in math collaboration and planning
- Conducted mathematics curriculum exploration
- Assured teachers have the appropriate mathematics tools for their grade level content instruction
- Coordinated student assignment to promotion grades or transition back to grade level classrooms
- Calculator Inventory

- Begin to develop math scope and sequence for the 2022-2023 school year
- Designed and gathered resources for the Roar for Summer Learning math program

Student Support Services

EL---Board Information---June 2022

- We have a total of 169 English Learners (ELs)

<u>Grade</u>							<u>TOTAL</u>
KDG	1ST Grade	2ND Grade	3RD Grade	4TH Grade	5TH Grade	6th Grade	
33	24	22	32	26	17	15	169
			1—1st year Monitored student		1—1st year Monitored student	3—1st year Monitored students	3—1st year Monitored students

- ☐ • ESL PLC meetings every morning from 8:15 till 9:00
- ☐ • ESL and SES meetings together every other Thursday
- ☐ • 5/2---Math PSSA – Section 1 in Rm. 225 SES 3rd Graders
- ☐ • 5/3---Math PSSA – Section 2 in Rm. 225 SES 3rd Graders
- ☐ • 5/6---Kindergarten Testing/ESL Screening
- ☐ • 5/10---ESL Teacher PLC Webinar meeting 9:00-10:00
- ☐ • 5/17---DRC Technical Enhancements for 2022-2023 school year 2:00-3:00
- ☐ • 5/25---2nd Grade Field trip to Baltimore Aquarium
- ☐ • 5/26---1st Grade Field trip to Garden in MD
- ☐ • 5/31---Kdg Field trip to the Farm
- ☐ • Working on organizing and getting things ready for next year – some new things for next year...
 - New EL Standards
 - Progress monitoring every ½ day
 - Can Do Descriptors for all staff – and more description and training on ELlevation program for extra skills and ways to teach certain skill to our ELs; plus more data
 - EL assessments 3 times per year – Fall, Winter, Spring and if time Summer (Digital and/or paper)
 - Progress reports for Levels 1, 2, 3

- Trying to be more Data Driven – keep up with Data Boards for ELs / CDT and STAR scores
- More Tier 3 Tutoring
- Getting ready to add 7th Graders to our program

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

Lincoln Charter School
05/02/2022 to 05/26/2022 = 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	0	0	0	101	1919	0	0	274.00	1645.00	86.58	85.72%
Subtotal	101	0	0	0	101	1919	0	0	274.00	1645.00	86.58	85.72%
1	87	0	0	0	87	1653	0	0	149.00	1504.00	79.16	90.99%
2	92	0	0	1	91	1748	0	6	156.00	1586.00	83.47	91.04%
3	104	0	0	0	104	1976	0	0	128.00	1848.00	97.26	93.52%
Subtotal	283	0	0	1	282	5377	0	6	433.00	4938.00	259.89	91.94%
4	107	0	0	0	107	2033	0	0	151.00	1882.00	99.05	92.57%
5	87	1	1	1	87	1653	0	0	142.00	1511.00	79.53	91.41%
6	78	0	0	0	78	1482	0	0	150.00	1332.00	70.11	89.88%
Subtotal	272	1	1	1	272	5168	0	0	443.00	4725.00	248.69	91.43%
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	656	1	1	2	655	12464	0	6	1150.00	11308.00	595.16	90.77%

Student school-wide enrollment- Ginny Smeltzer: Office Manager

Current Enrollment - 654

- Kindergarten Enrollment - 101
- First Grade Enrollment - 87
- Second Grade Enrollment - 91
- 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 (May, 2022)

- Coordinated with The Susan Byrnes Health Education Center for the final educational presentation 5/26 Clear the air
- Provided extra support in a kindergarten classroom due to instructional aide being out for 4 weeks due to surgery.
- Collaborated with school psychologist and team working with identified student on multiple issues.
- Collaborated with HR for 2nd interviews for school counselors.
- Participated in Community Healing Vigil at LCS with community partner, Crime Survivors.
- PBIS meeting with team and leadership reviewing progress for the past year.
- Truancy task force meeting with York County schools and Children, Youth and Families
- Met with grade level teachers as requested to discuss student concerns.
- 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 monthly 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 May, we had 36 homeless families.
- Uniform distribution – Continued to distribute uniforms to homeless students and others in need due to hygiene issues, torn clothing, accidents, etc.
- Ordered uniforms for 22-23 school year. (need to inventory)
- Attendance - Handled attendance input and family contact for students with attendance concerns.
- 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)
- 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.

· *Special note: Social worker continued in Walden University's Doctoral program working on Doctorate in Educational Leadership

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.

	<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>	<u>May</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>	<u>23</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>	<u>37</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>	<u>4</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>	<u>91</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>	<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>	<u>34</u>	<u>36</u>



PBIS - Solita Day, LSW

Staff celebrations: Staff had dress down days.

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 – PBIS core team members continue to answer questions and provide colleagues with positive interventions to utilize.

Model – PBIS core team members and Staff are modeling appropriate behaviors and encouraging social emotional regulation through modeling, positive reinforcements and praise. Our motto is minimize the criticize and raise the praise.

Celebrate – Staff continue to be celebrated during professional development days. Students continue to be celebrated on Roaring Thursdays. PBIS team continue to provide incentives for teachers to utilize with students.

Teach, Model, Celebrate

Operations

Staff School-Wide Attendance:

Type	January Attendance (Hours)	February Attendance (Hours)	March Attendance (Hours)	April Attendance (Hours)	May Attendance (Hours)
Vacation	31	52.5	108.5	83	54
Personal	32	59.75	113.25	79	221.75
Sick	538.5	520	949.5	496.75	809.75
FMLA	0	0	0	0	0
Funeral	14.75	5	24	20	33.5
Conference	0	75	72	0	0
Court	0	0	0	0	0
Not Paid	84	96.5	455.5	301.25	355.25
Short-Term Disability	0	0	0	0	80
Long-Term Disability	0	0	0	0	0
Present	12739.75	11964.25	12445.25	10420	10045.75
Total Hours	13440	12768	14168	11400	10944
Total %	95%	94%	88%	91%	87%

Human Resources: Shante' Smith-Miller

Monitored Job Postings on various sites

Met with Community Outreach Liaison to plan additional postings for various platforms

Updated Highmark insurance database

Submitted exiting employee termination paperwork to Mutual of Omaha

Supported staff members with insurance questions/ needs

Completed verifications for current and past employees as needed

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

Met with Acting Principal/CEO daily

Met with staff members to address various concerns

Participated in weekly meetings with consultants

Met with school solicitor to discuss employee/ school related matters

Met with members of leadership team weekly

Coordinated meetings with consultant and governing board regarding personnel matters

Worked with leadership team members in the planning of LCS Annual Teacher and Staff Appreciation Week

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 1 termination from the ADP System and created a termination contract for terminated employees in the PSERS system
- 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 1 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 2 Bank Deposits for the General Fund Account
- Processed 17 Purchase Order Requests from School Administrators and staff
- Received 49 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 4 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 research of Technology Contracts/Purchases and supporting documentation with the Leadership Team, Ms. Smallwood and Attorney Nagle regarding Vendor concerns.

- 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.

Assist Interim Ceo/Principal transition in as it relates to all financial matters.

Update and maintain file of Innovageous documentation regarding contracted work.

Community Outreach: John Carrasquillo (Community Outreach Liaison)

- Field Trips
 - Kindergarten, 1st and 2nd grade trips administered
- Cub Scouts
 - coordinated with Cub Scouts' Sal to set up the event for awards at logos
 - Students had a second opportunity to receive awards on the 24th.
 - more than 50 participants from Logos, St. Lutheran, and Lincoln Charter Cub troops
 - working with Smallwood to secure a partnership for a summer program
 - working with admin to secure a STEM program partnership
- Spelling Bee (K-2)
 - 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 "employment" on website

- 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

Kindergarten to 2nd Grade Spelling Bee

05/06/22

LLPAC/LPAC



Congrats



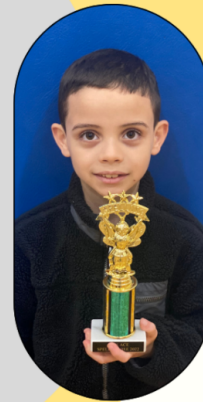
SPELLING BEE WINNERS



Janelys Rosado-Aponte
2nd Place



Christian Smith
1st Place



Louis Martinez Sanchez
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