

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
SPECTRUM CHARTER SCHOOL
HELD NOVEMBER 16, 2022 AT SPECTRUM CHARTER SCHOOL

Present: Michele Gutman, Barbara Bain, Dorice Tharp, Ellen Szczerba, Seana Banks, Arleen Wheat, Ken Fulkerson

Staff Present: Dr. Matthew Erickson, John Zahorchak, Roger Stedina, Christina Venturini

Absent:

Guests:

Public: Amy Cornelius

DISCUSSION / VOTING AGENDA ITEMS

I. **Call to Order:** MG called the meeting to order at 7:02PM.

II. **Pledge of Allegiance:**

III. **Roll Call:** MG, BB, DT, ES, SB, KF (in-person), AW (via Google Meet).

Approval to Accept the October 19, 2022 Board of Trustee Meeting Minutes as Presented: The Board met in Executive Session on the following dates: October 25, 2022, November 7, 2022 and November 16, 2022. Personnel matters were discussed. A motion to approve the 10/19/2022 meeting minutes was made by DT, seconded by KF. All were in favor.

IV. **Public Comments on Agenda Items:** None.

V. **CEO / Principal Report:**

A. Veteran's Day Event: Students made cards which were delivered to residents at Concordia along with some goodies. Stories were shared about veteran families.

B. Halloween Dance: ME stated that the dance was a success. The event included staff members wearing costumes.

C. Adaptive Golf Event: The Montour School District hosted an adaptive golf event and invited students from Moon and Spectrum Charter School to attend. The Post-Gazette ran an article about the event. MG had a question about the number of students who attended. ME said that Montour installed a mini golf course in between buildings and nine students from SCS attended.

D. Student Council Elections: Elections to be held this Friday. A number of students are interested.

E. Parent Trainings: ME says a number of districts are invited to attend and another scheduled training is coming up.

VI. **Administrative:**

A. Board Meeting Schedule: December 5, 2022: MG stated that due to conflicts in schedules, the Annual Meeting will be moved to 12/5/22. **A motion to reschedule the Annual Meeting to December 5, 2022 was made by DT, seconded by BB. All were in favor.** MG stated that some other meetings may need to be rescheduled after the new year.

VII. Personnel Committee Agenda Items:

- A. Business Manager:** MG stated that JZ has accepted a position with the Penn Hills School District. JZ will continue to serve in his role at SCS with fewer hours. **A motion to adjust JZ contract was made by DT, seconded by KF. All were in favor.**
- B. Assistant Business Manager Title:** MG discussed that RM supports JZ in the business office.
- 1. Discussion:** MG would like to create a new title of Assistant Business Manager. ME says that RM collaborates with JZ on many things – the assistant to the CEO position has evolved and many business-related roles have been retained by RM, aligning her to the business side.
 - 2. Board Action:** **A motion to create the Assistant Business Manager title was made by BB, seconded by SB. All were in favor. A motion to have RM serve as the Assistant Business Manager was made by BB, seconded by SB. All were in favor.**
- C. RFP – Behavior Specialist:** ME continues to work on RFP for a behavior specialist which will be funded via the PCCD grant over the next two years. MG had a question about employment status. ME says it will be a part-time position. JZ says the grant period will cover two years. No grants have been awarded at this time. **A motion to create a Behavior Specialist position to be paid using the PCCD grant was made by BB, seconded by DT. All were in favor.** MG had a question about the duties of a behavior specialist. ME mentioned data collection, counseling, different interventions. MG asked about credentials. ME says the person could have a background in psychology, ABA, social work. DT had a question about who provides services now? ME says the school psychologist is used for individual counseling currently.
- D. Compensation:**
- 1. Discussion:**
 - **Teacher increase: \$7,000.00**
 - **Support Staff increase: \$5,000.00**
 - **Transition Support increase: \$5,000.00**
 - **Paraprofessional increase: \$1,000.00**ME discussed salary increases. SCS has been able to increase the number of students to 46 for the 2022-2023 school year. MG says the numbers have been reviewed and it is financially viable for the school.
 - 2. Board Action:** **A motion to accept the increase in compensation as stated above was made by DT, seconded by KF. All were in favor.**

VIII. Finance Committee Agenda Items:

A. Monthly Financial Reports:

- 1. YTD Activity:** JZ reviewed from 10/13/22-11/10/22. Revenue exceeds expenses.
- 2. Tuition Aging Report:** All year-end reconciliations have been paid.
- 3. Expense Report:** Removed student data. Need to delete payroll data.
- 4. Budget vs. Actual:** JZ reviewed. YTD SCS is at 40% of revenue, primarily through tuition. Up \$123,000 right now. Website is over budget MG had a question about how much over budget for the website. JZ budgeted \$2,000 and currently it is at \$6,000. Final version of the website from O2 should be ready by the December break.
- 5. Cash Flow:** Over \$8000,000 currently. Over \$500,000 is in the Dollar Bank account. Operational money remains in the PNC Bank account. MG had a question about how much money was transferred from PNC Bank. JZ states

around \$500,000 has been moved to Dollar Bank and looking to transfer another \$200,000 to Dollar Bank. KF asked about monthly fees from PNC. JZ says around \$35.00 a month charge from PNC Bank. KF inquired about CD investments. JZ may look into as CD rates are good right now.

B. Monthly Purchase Review:

1. Amazon Orders:

2. VISA Bills:

C. Annual Financial Report: JZ says the annual report ending 6/30/22 has been submitted to PDE. Due end of month. JZ says beginning of year fund balance was \$443,000 and the end of the year was \$704,000. Revenues were \$260,000. Revenue exceeded expenses. JZ would like to consider putting money aside for capital projects. MG had a question about opening a capital projects account. JZ says there is a committed fund balance and an assigned fund balance. JZ recommends using an assigned fund balance. MG inquiring about a proposal in January on how to handle those funds.

D. Board Action: Approval to Pay Bills Due through December: A motion to approve paying the bills due through December was made by DT, seconded by BB. All were in favor.

IX. Fundraising / Grants Committee Agenda Items:

A. Give Big Pittsburgh November 29, 2022: MG discussed Giving Tuesday and Pittsburgh has Give Big Pittsburgh. SCS will be included in Give Big Pittsburgh. This is through Pittsburgh Magazine. There is a charge but it allows users to scroll through the site. ME and RM have been building the site for the school. It is active on 11/29/22 only. SCS will be under Youth and Education. MG had a comment about the video that was produced. MG thanked Andrew for the video.

1. Website: ME also asking for donations via the website and through social media. An email will be sent through Constant Contact.

2. Social Media: MG had a question about who maintains social media. RM and ADK oversee. Will also add to the autism support group Facebook page.

X. Monroeville Police Department MOU:

A. Board Discussion: MG discussed regulatory requirements. ME spoke with Chief Cole. Nothing has changed Procedures in document are being followed.

B. Board Action: A motion to approve the reviewed document (MOU) was made by BB, seconded by DT. All were in favor.

XI. Facilities Report:

A. Sale of Honda Minivan for \$5,300: JZ says the van was sold to We Buy Any Car.

B. Grant Purchases:

1. Bollards: JZ has quote from Allegheny Fence for two out front at \$2,260. 4-foot with a yellow cover. ES requested getting a quote for an additional bollard at the rear emergency door near the back parking area.

2. Security Cameras: JZ getting a quote from Sonitrol for security cameras and window film. KF and MG asked about when to pay for items based on the grant. JZ says security camera locations have been detailed in the quote. MG asked about security cameras for the house. JZ says it can be done in two phases. Includes keypad, camera system and monitors.

3. Window Film: JZ has quotes for \$3,567 for solar or \$2,539 for plain. KF asked about window film for the house. JZ does not think it is needed there.

4. Metal Doors: JZ says this is the costliest item for both the building and the house.

- 5. Raptor Visitor System:** JZ explained it is done by using a driver license. MG asked about how it is used. This would be from the PCCD grant. \$1,946 with an annual fee of \$625.00.
- C. Wheelchair Ramp Estimate:** JZ has the estimate from Barton which came in at \$9,870. Stairs in front of the ramp will be added as well.
- D. Food Service Agreement:** JZ looking to replace Plum with Nutrition, Inc. Will take away some additional work from the staff. Agreement from 11/7/22-10/31/23. Also working on getting lunches paid through PDE. DT asked about a start date. JZ says it will be 12/1. Has been reviewed by counsel.
- E. Air Quality Upgrade:** JZ states the air quality upgrade was from the \$7,500 Highmark grant. KF asked about supplemental disinfectant machines for the classrooms. JZ will ask for an updated quote.
- F. Mold Inspection:** MG said this was done three years ago. JZ had the test conducted due to staff concerns. The building passed the test. KF asked about including with the Highmark grant.
- G. Board Action: A motion to approve the food service agreement and the wheelchair ramp construction/renovation was made by BB, seconded by SB. All were in favor.**
- XII. Public Comments on non-Agenda Items:** None.
- XIII. Announcements:** Thanksgiving break 11/24/22-11/28/22. MG says a couple families have requested assistance from the Thanksgiving fundraiser.
- XIV. Next Meeting (Annual Meeting):** The next meeting (Annual Meeting) is scheduled for December 5, 2022 at 7:00PM. The meeting will be held at Spectrum Charter School with a Google Meet option available.
- XV. Motion to Adjourn:** A motion to adjourn the meeting was made by BB. The meeting adjourned at 8:14PM.