

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF
SPECTRUM CHARTER SCHOOL
HELD JANUARY 15, 2020 AT SPECTRUM CHARTER SCHOOL

Present: Barbara Bain, Michele Gutman, Ellen Szczerba, Jessica Yamnitzky (speakerphone)

Staff Present: Michelle Johnson, Lori Yurkovich

Excused: Dorice Tharp

Absent: Jessica Love

Guests:

I. Call to Order: MG called the meeting to order at 7:00PM

II. Agenda: A motion to approve the agenda was made by BB and seconded by ES. All in attendance were in favor.

III. Minutes: A motion to approve minutes from the 12/4/2019 Board Meeting was made by BB, seconded by MG. All in attendance were in favor.

IV. Financial Reports:

1. A motion to approve the financial report for 12/5/2019-1/15/2020 was made by BB, seconded by JY. All were in favor.
2. Year End Donations were discussed along with the need to obtain full calendar year donations.
3. Day of Giving is scheduled for 12/3/2020. ES will work with MJ when the calendar opens to schedule – possibly in the summer.
4. Citizen's Bank – Dwayne Rankin, VP at Citizen's Bank will be meeting with MJ and available Board members to discuss possible banking relationship. A meeting will be scheduled in January, 2020.

V. 20th Anniversary:

1. Committee
 - i. **Logo-Puzzle Fundraiser:** JY spoke with Debbie Iszauk regarding specs for the fundraiser. Need cost estimates and how to organize donor lists. The Board discussed concern about return on investment and lack of acknowledgement for donors. The Board is not ready to move forward with this plan.
 - ii. **Big Burrito Fundraiser:** Debbie is gathering information to present to the Board.
 - iii. **Birthday Party:** A birthday party for the school is scheduled for March 13, 2020 at 1:00PM. Invited guests will include founders and Spectrum families.

VI. Enrollment: MJ reviewed the number of potential students on the waiting list. One potential student has been removed from the list.

VII. Lead teacher's Report: See attachment

VIII. Old Business:

1. **Touch-A-Truck:** The Board decided to keep the date scheduled for October 3, 2020.
2. **Strategic Plan:**
 - i. **Building Capacity Grant Proposal:** MG spoke with Maureen Ryan about expansion/capacity grant. Need for additional information to be addressed at Planning Meeting.

- ii. **General Updates:** Next planning meeting is January 27, 2020 at 5:00PM.
 - iii. **Possible 5th Classroom:** Architects on hold.
- 3. **Status of Staff Vacancies:**
 - i. **Principal:** Meeting to be held 1/22/2020.
- 4. **Building and Property:**
 - i. **Donated House & Property:**
 - 1. **Asbestos Removal Record:** Received documents per Michele G.
 - 2. **Invoice:** OK to pay for asbestos removal.
 - 3. **Public Bidding Process:** Process was briefly discussed.
 - 4. **Proof of Utilities Shut-Off:** Need to get proof to municipality of Monroeville in order to obtain demolition permit. Michele has action to provide Rachel with necessary information.
 - ii. **Maintenance:**
 - 1. Discussed the need for heating and air units in large conference room that will need replacement.
 - 2. Waiting on estimate for replacing relays and shut-off valves
 - 3. CEO advised that ASA office will need new roof within 2 years.
 - 4. CEO advised that new roof will be needed over gym within 5 years.
- 5. **Grants:** CEO will schedule a meeting with Board members, ELT's and CEO to discuss current open grants and next steps.
- 6. **Advisory Committee:** No new updates.
- 7. **Charter Renewal Update:** Nothing new to report.
- 8. **Monroeville Rotary Spectrum Presentation:** Scheduled for February 6, 2020 at 12:00PM. Ms. Amber and Debbie Iszauk will present. Looking to purchase 6 chrome books at \$1661.40
- 9. **Parent Task Force (PTF):** Nothing to report.

IX. New Business:

- 1. **Statement of Financial Interests:** Discussion took place. All Board members to complete and submit the form.
- 2. **AIU 19-20 Services Agreement:** See attachment. A motion to approve the services agreement was made was BB and seconded by JY.
- 3. **ESY 2020 Proposal:** See attachment. Motion to approve was made by BB, seconded by ES. Board approved moving forward with plan.
- 4. **2020-2021 School Year Calendar:** Motion to approve the calendar was made by BB, seconded by ES. All in attendance were in favor.
- 5. **ASA Pittsburgh:** Would like to have discussions about the possibility of having a program in the house to be used as a joint program for adults with autism.
- 6. **Safety Care Training:** Ms. Amber will attend Train the trainer event and will then conduct training for the rest of the staff.
- 7. **Chamber Meetings & Events:** Ms. Amber and Ms. Christina to attend.
- 8. **Kennywood Day:** Tentatively scheduled for June 8th or 9th, 2020. For Spectrum families.

X. Public Comment: None.

Meeting adjourned to Executive Session at 8:33PM

Executive Session ended at 8:50PM

Meeting adjourned at 8:52PM