

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF
SPECTRUM CHARTER SCHOOL
HELD JANUARY 20, 2021 VIA ZOOM

Present: Michele Gutman, Barbara Bain, Dorice Tharp, Ellen Szczerba, Seana Banks (Zoom - all)
Staff Present: Dr. Gail Yamnitzky, Michelle Johnson, Amber Simcic, Rachel McKelvey (Zoom – all)
Excused:
Absent:
Guests:
Public:

DISCUSSION AGENDA ITEMS

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

II. Pledge of Allegiance:

III. Roll Call: All Board members present (via Zoom).

IV. Public Comments on Agenda Items: None.

V. Academic Committee Agenda Items:

A. Update of Transitions Program and CIE Grant: AS reviewed CIE grant and parent workshop. The grant will help the Transitions Department with employment and school-based training for employment. Nepris and Life Centered Education licenses have been purchased. AS discussed the programs that are available through the grants and licenses. Discussed Community Connection, creating of YouTube videos for academics and the Autism Speaks walk. AS continues to have monthly meeting with OVR representative. Trade schools and college courses will hopefully resume next school year (post-pandemic). Looking to purchase items for the house with grant money. Items including a refrigerator, stove and cash register – to help with independent living skills and employment skills. DT had a question about the YouTube videos and on trade schools. AS talked about New Century Careers and students learning how to operate different machines. DT had a question about the house. GY looking for multiple uses for the house; Administration and/or Life Skills program. Architect is putting plans together.

B. 2021-2022 School Calendar (Draft): GY reviewed the proposed calendar for the next school year. MG had a question about the number of days. DT had questions about the Board Calendar and potential snow days. GY explained the plan for remote learning (snow day instruction) needs to be approved by the state and that particular program has been suspended by the state for now (due to the pandemic). A motion to move the item to the voting agenda was made by BB, seconded by MG. All were in favor. The item is moved to the voting agenda.

C. Proposal for 2021 ESY Program at Spectrum: GY advised the school will keep the summer program in-house again. Four-week program scheduled to run from July 6 through July 30, 2021. Hours will be 9AM-2PM. Transportation will be provided by the students' home district. Number of staff will be determined based on the number of students in the program. MG had a question about the students in the program. GY advised it is based on the recommendation of the student's IEP. MG had a question about feedback from the program last year. GY advised positive feedback was received. GY discussed the program and curriculum offered. Cost is expected to be approximately \$15,320. IDEIA expected

reimbursement is \$33,000. ES had a question about staff. A motion to move the item to the voting agenda was made by DT, seconded by ES. All were in favor. The item is moved to the voting agenda.

- D. Extension of Full-remote Learning Until February 1, 2021:** GY reviewed results of parent survey indicating more families are opting to keep their children at home. BB had a question about teachers (staff) and their availability to receive the COVID-19 vaccine. GY indicated that PDE is encouraging schools to reopen as attendance issues are a concern with some students. MG and BB expressed concerns about reopening the school when the county is still experiencing high numbers. ES suggested delaying action until the next Board meeting in February. DT had a question about the number of students possibly returning for in-person instruction. SB had a question about the parents from the survey. The Board decided to delay any action until the February 17, 2021 Board meeting. SB expressed concerns about waiting for teachers to be vaccinated.

VI. Finance Committee Agenda Items:

- A. Monthly Budget Report:** MJ indicated that RM needs to be made the Master Administrator for Quick Books. Discussed keeping DT bonded at \$100,000. RM will be the primary contact for Intuit Quick Books. MJ reviewed expenses from 12/17/2020-1/20/2021. MG had a question about out of school placement. DT had a question about insurance payments relating to property and liability. A motion to move these items to the voting agenda was made by BB, seconded by ES. All were in favor. The items move to the voting agenda.
- B. Monthly Expenses to be Paid:** MJ reviewed items to be paid. MG had a question about open invoices. A motion to move these items to the voting agenda was made by BB, seconded by ES. All were in favor. The item moves to the voting agenda.
- C. Invoice for Services Rendered by Hosack, Specht, Muetzel & Wood, LLP:** Relating to preparation for 990 and PSERS. A motion to move the item to the voting agenda was made by BB, seconded by ES. All were in favor. The item moves to the voting agenda.
- D. Renew Contract for Write Connections, LLC:** GY reviewed contract for grant writer. Mapped out a plan for next year and will assist in building relationships. A motion to move the item to the voting agenda was made by BB, seconded by MG. All were in favor. The item moves to the voting agenda.
- E. Proposal to Extend FFCRA:** Families First Coronavirus Response Act. MJ reviewed the program. The law is extended through March, 2021. Provides paid sick leave and medical leave for specified reasons relating to COVID-19. We can extend to the end of the school year. A motion to move the item to the voting agenda was made by BB, seconded by ES. All were in favor. The item moves to the voting agenda.
- F. Cyber Crime Insurance:**
- 1. Cyber Crime Policy**
 - 2. Cyber Crime Policy Declarations**
 - 3. Professional Liability Declarations**
BB had a question about cost of each. MG asks that the Board review so we can go back to the broker for further discussions.

VII. Marketing/Grants Committee Agenda Items:

A. Updates:

- 1. Potential New GEER Grant:** GY reviewed. The school is not eligible for this grant since we are not under Title I.
- 2. Focus for 2020-2021:** GY advised looking at getting funds/grants for basic operations and curriculums.

VIII. Personnel Committee Agenda Items:

- A. Update on Hiring of New Business Manager:** GY advised joining PA School Business Manager Operations website. School will be able to post position by joining.

IX. Policy Committee Agenda Items:

- A. Policy 200.1 Enrollment of Special Education Students**
B. Policy 137 Instruction in the Home
C. Policy 210 Administration of Medication
D. Policy 249 Anti-Bullying and Cyber-Bullying Policy
E. Policy 151 Extended School Year

MG reviewed all. DT had a request based on acronyms used in the policies. All items in this section, A-E were moved to a vote. A motion to move was made by BB, seconded by MG. All were in favor. The items move to the voting agenda.

X. Public Comment on Non-Agenda Items: None.

- XI: Motion to Adjourn:** Motion to adjourn was made by BB, seconded by ES. All were in favor. This portion of the meeting ended at 8:33PM.

VOTING AGENDA ITEMS

- I: Call to Order:** MG called the meeting to order at 8:33PM.

- II: Roll Call:** MG, BB, DT, ES, SB (Zoom). GY, MJ, RM (Staff – Zoom).

- III: Public Comments on Agenda Items:** None.

- IV: Approval of December 16, 2020 Board Meeting Minutes:** A motion to approve minutes from the 12/18/2020 Board Meeting was made by BB, seconded by DT. All were in favor.

V: Academic Committee Agenda Items:

- A. Approval of 2021-2022 School Calendar:**
B. Approval of 2021 ESY Program at Spectrum:

A motion to approve both A-B of this section was made by DT, seconded by BB. All were in favor.

VI: Finance Committee Agenda Items:

- A: Approval of the Monthly Budget Report:**
B: Approval to Pay Upcoming Bills:
C: Approval to Pay for Services Rendered by Hosack, Specht, Muetzel & Wood, LLP:

A motion to approve all A-C of this section was made by DT, seconded by ES. All were in favor.

VII: Fundraising/Grants Committee Agenda Items:

- A: Approval to Renew Contract for Write Connections, LLC:** A motion to approve the item was made by BB, seconded by DT. All were in favor.

VIII: Personnel Committee Agenda Items:

- A: Approval to Add Rachel McKelvey as Administrator of Intuit QuickBooks:** A motion to approve the item was made by DT, seconded by ES. All were in favor.
- B: Approval to Extend FFCRA:** A motion to approve the item was made by BB, seconded by ES. All were in favor.

IX: Policy Committee Agenda Items:

A: Approval of the Following Policies:

1. **Policy 200.1 Enrollment of Special Education Students**
2. **Policy 137 Instruction in the Home**
3. **Policy 210 Administration of Medication**
4. **Policy 249 Anti-Bullying and Cyber-Bullying Policy**
5. **Policy 151 Extended School Year**

A motion to approve all policies in this section (1-5) was made by DT, seconded by SB. All were in favor.

X: Public Comments on Non-Agenda Items: None.

XI: Announcements: GY advised that the second semester began on 1/14/2021. New courses will begin for students in the new semester. Lottery to be held at the next scheduled Board meeting for open slots for the next school year. MG had a question about how the lottery is held.

XII: Next Meeting: The next Board Meeting is scheduled for Wednesday February 17, 2021 at 7:00PM. Executive Session is scheduled for 6:00PM (if applicable). The next Board meeting is scheduled to take place via Zoom only.

XIII: Motion to Adjourn: Motion to adjourn was made by DT, seconded by ES. All were in favor. The meeting adjourned at 8:40PM.