

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF  
SPECTRUM CHARTER SCHOOL  
HELD NOVEMBER 18, 2020 VIA ZOOM

**Present:** Michele Gutman, Barbara Bain, Dorice Tharp, Ellen Szczerba, Seana Banks (Zoom - all)

**Staff Present:** Dr. Gail Yamnitzky, Michelle Johnson (Zoom – all)

**Excused:**

**Absent:**

**Guests:**

**Public:**

**DISCUSSION AGENDA ITEMS**

**I. Call to Order:** MG called the meeting to order at 7:03PM.

**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. Comprehensive Plan:** Deadline extended to March, 2022. GY indicated we are in Phase Three. Originally due in 2021, vote will now occur in March, 2022. MG and GY had a call with SJL who will forward a summary to coordinate with the Comprehensive Plan. First step, Needs Survey needs to be conducted. ES had a question about the survey questions. DT suggested Needs Survey needs updating.

**B. Change to Health & Safety Plan – Move to Full-Remote Learning Beginning November 17, 2020; Parent Letter:** GY explained the need for the changes due to positive COVID-19 cases involving both staff and an outside contractor. GY attended Zoom meeting with district superintendents from Allegheny and Beaver counties discussing the increasing numbers of positive cases overall and suggested the move to full remote learning. GY explained the process of informing families of the change. Teachers have reported a smooth transition. Remote learning is expected to continue until January 18, 2021 at the earliest. Waiting until 14 days after the New Year's holiday. MG had a question about notifications. GY explained the county Health Department process. A motion to move the item to the voting agenda was made by BB, seconded by ES. All were in favor. The item is moved to the voting agenda.

**C. Emergency Instructional Time Report for PDE:** GY reviewed for the Health & Safety Plan. MG clarified outcomes of instructional delivery. GY explained what is used for evaluating including I-ready. A motion to move the item to the voting agenda was made by BB, seconded by ES. All were in favor. The item is moved to the voting agenda.

## **VI. Finance Committee Agenda Items:**

- A. Monthly Budget Report:** MJ reviewed the monthly budget report from October 22 through November 18, 2020. MG had a question about out of school placement. ES had a question about transportation. MG had a question about DonorSnap. GY and RM use for thank you notes and exploring other options for use. Constant Contact also used for communications. MG had a question about signing up for Constant Contact. DT had a question about new school districts and the use of digital licenses. GY indicates the new sign for the school will be installed tomorrow. A motion to move the item to the voting agenda was made by DT, seconded by BB. All were in favor. The item is moved to the voting agenda.
- B. Monthly Expenses to be Paid:** Moved to voting agenda along with Monthly Budget Report.
- C. PNC & FNB Signatures:** MJ had a question about adding DT as a signatory. Signatories will include MJ, RM, DT and GY. DT had a question about the levels of signatories. A motion to move the item to the voting agenda was made by ES, seconded by DT. All were in favor. The item is moved to the voting agenda.

## **VII. Marketing/Grants Committee Agenda Items:**

- A. Grant to Bring in the Josh and Gab Show @ Anti-Bullying:** GY to use \$450 in grant money to bring in the virtual show. Scheduled for second semester. To be modified for the school population.
- B. Strategic Plan Update:** Previously discussed.
- C. Brochure:** GY discussed the need to update the school brochure. MG discussed what make the school different: The Transition Program – offering personalized learning. MG talked about the family-like atmosphere. DT stressed the need to look into the Strategic Plan when updating the brochure.

## **VIII. Personnel Committee Agenda Items:**

- A. Business Manager:** GY discussed new Business Manager is scheduled to take over effective July 1, 2021.
- B. Custodian:** GY reviewed – general building maintenance, landscaping and snow removal in addition to cleaning. GY reviewed projections which could change due to remote learning. Necessary equipment is needed to complete all tasks – either contractor owned, or school owned. GY reviewed hours needed and comparable rates. GY recommended that the school waits until a new Business Manager is hired. The new Business Manager can get costs for materials. MG had a question about benefits for any new hire.

## **IX. Policy Committee Agenda Items:**

- A. Policy 113.4 Child Find Policy**
- B. Policy 113.5 Child Find Notice Policy**
  - 1. Attachment 1; Policy 113.5**
- C. Policy 204 Attendance**
- D. Policy 220 Expression, Distribution and Posting of Materials**
- E. Policy 213 Marking Student Progress**
- F. Policy 226.2 Opening Exercises Policy**

MG reviewed all. All items in this section, A-F were moved to a vote. A motion to move was made by DT, seconded by BB. 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 DT, seconded by BB. All were in favor. This portion of the meeting ended at 7:55PM.

## VOTING AGENDA ITEMS

**I: Call to Order:** MG called the meeting to order at 7:55PM.

**II: Roll Call:** MG, BB, DT, ES, SB (Zoom). GY, MJ (Staff – Zoom). MG noted that the Board met in Executive Session via Zoom on November 18, 2020 from 6:06PM until 6:37PM. Personnel matters were discussed.

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

**IV: Approval of October 21, 2020 Board Meeting Minutes:** A motion to approve minutes from the 10/21/2020 Board Meeting was made by BB, seconded by DT. All were in favor.

**V: Academic Committee Agenda Items:**

**A: Approval of Emergency Instructional Time Report for PDE:** A motion to approve was made by DT, seconded by BB. All were in favor.

**B: Approval of Change in Health & Safety Plan:** To move to full-remote learning beginning November 17, 2020 and ending, at the earliest, January 18, 2021. A motion to approve was made by DT, seconded by ES. All were in favor.

**VI: Finance Committee Agenda Items:**

**A: Approval to Accept the Monthly Budget Report:** A motion to approve the report was made by BB, seconded by DT. All were in favor.

**B: Approval to Upcoming Bills:** A motion to approve was made by ES, seconded by BB. All were in favor.

**C: Approval to Add Dorice Tharp as Signatory**

**D: Approval to Add Rachel McKelvey as Signatory**

**E: Approval to Add Dr. Gail Yamnitzky as Signatory**

A motion to approve Items C-E was made by BB and seconded by ES. All were in favor.

**VII: Policy Committee Agenda Items:**

**A: Approval of the Following Policies:**

1. Policy 113.4 Child Find Policy

2. Policy 113.5 Child Find Notice Policy

1. Attachment 1; Policy 113.5

3. Policy 204 Attendance

4. Policy 220 Expression, Distribution and Posting of Materials

5. Policy 213 Marking Student Progress

6. Policy 226.2 Opening Exercises Policy

A motion to approve all policies in this section (1-6) was made by DT, seconded by BB. All were in favor.

**VIII: Public Comment on non-Agenda Items:** None.

**IX: Announcements:** GY made the following announcements:

1. Voting on Officers at the Annual Reorganization Meeting is scheduled for Monday December 7, 2020 at 6:00PM

**X: Next Meeting:** The next Board Meeting is scheduled for Wednesday December 16, 2020 at 7:00PM. Executive Session is scheduled for 6:00PM (if applicable). The next Board meeting is scheduled to take place tentatively via Zoom only.

**XI: Motion to Adjourn:** Motion to adjourn was made by BB, seconded by DT. All were in favor. The meeting adjourned at 8:01PM.