

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF
SPECTRUM CHARTER SCHOOL
HELD APRIL 15, 2020 VIA CONFERENCE CALL
(DUE TO COVID-19 / COMMONWEALTH OF PENNSYLVANIA STAY-AT-HOME ORDER)

Present: Michele Gutman, Barbara Bain, Dorice Tharp, Ellen Szczerba, Jessica Yamnitzky
(conference call - all)

Staff Present: Michelle Johnson, Dr. Gail Yamnitzky (conference call – all)

Excused:

Absent:

Guests: Sarah Jane Lowry (conference call)

Public:

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

II. Additional Board Agenda Items: Continuity of Education Plan related to COVID-19 pandemic was added to the agenda.

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

IV. Minutes: A motion to approve minutes from the 2/19/2020 Board Meeting was made by DT, seconded by JY. All in attendance were in favor.

Note: 3/18/2020 Board Meeting was cancelled due to COVID-19 pandemic

V. Financial Reports:

1. A motion to approve the financial reports for March, 2020 and April, 2020 was made by BB, seconded by DT. All were in favor.
 - i. ES had a question regarding financials (aging) related to Districts in arrears.
2. Preliminary review of \$150,000 Line of Credit was discussed by MJ. Reviewing programs from PNC, First National and Citizens Banks. Review will be complete prior to next Board meeting.

VI. COVID-19:

1. Continuity of Education Plan was discussed and has been added to the school website. Motion to approve the Plan was made by DT, seconded by BB. All were in favor.
2. Emergency Family & Medical Leave Act was reviewed by MJ.
3. Emergency Paid Sick Leave Act was reviewed by MJ.
4. CARES Act – Passed. MJ discussed how the Act is attached to #2 and #3 of this section. None are applicable to the school at this time.
5. FEMA/PEMA Survey – Survey conducted weekly if schools are spending large amounts of funds on COVID-19. We have not had to complete the survey to date.
6. Senate Bill 751 – Passed. Guarantees school employees continue to be paid during shutdown due to COVID-19 pandemic.
7. Act 13 of 2020 – Signed by Governor Wolf, allows schools to request the Secretary of Education waive certain PA School Code provisions, regulations of the State Board of Education and standards of PDE if the waiver directly relates to school staffing needs or impacts its instructional program or operations for the 2019-20 school year.
8. CEEG – Continuity of Education Equity Grant was discussed by MJ and GY. Grant application submitted for \$7,759.76 for the purpose of purchasing chrome books. Notification date expected by 4/17/2020.

VII. **Principal's Report:** See attachment.

VIII. **Old Business:**

1. **20th Anniversary:**

- i. **Birthday Party:** Complete – School birthday party was held 3/13/2020. The event was a success and included having a cake for the school. Several Board members from the Gateway School District were also in attendance.
- ii. **Big Burrito Fundraiser:** ES talked about how event will have to be pushed out due to COVID-19. ES and MJ will work on application and submit. Mad Mex in Shadyside is proposed location. Motion to approve moving forward with the plan was made by BB, seconded by DT.

2. **Strategic Plan:**

- i. **Building Capacity Grant Update:** MJ met with two architects about using the existing footprint of the building. Waiting on proposals.
- ii. **Financial Report:** DT reviewed financial report to determine costs needed to expand to add 5th classroom and break-even point for the school.
- iii. **Financial Management System grant; software & consultant:** SJL talked about possible grants identified mentioning the Laurel Foundation as an opportunity for a financial system grant.
- iv. **ESY Pilot Program Grant:** SJL discussed several grant opportunities available to explore including the Grable Foundation and the RK Mellon Foundation. GY talked about the need for scenarios for on-site and distance learning for the ESY program depending on where the state stands due to COVID-19. GY mentioned the use of Zoom to bring in speakers for the summer in addition to adding coding programs.

3. **Building & Property:**

- i. **Donated House & Property:**
 1. **Public Bidding Process:** Nothing to report.
 2. **Proof of Utilities Shut-Off Update:** Nothing to report.
 3. **Taxes Update:** Allegheny County Tax Office has been contacted.
- ii. **ASA Out of The Building by May 1st – Update:** ASA is currently waiting for movers as there is a delay due to the stay-at-home order.
- iii. **Maintenance:** No update.

4. **Grants:**

- i. **ELT's:** No update.
- ii. **Autism Speaks Grant:** Grant proposal has been submitted but Autism Speaks has postponed the process until Fall, 2020.
- iii. **Lion's Club Anonymous Donation for Student Technology:** The Lions Club has made a \$500 donation to the school along with the school receiving an additional \$100 from an anonymous donation to be used for the purpose of purchasing a special tablet for the visually impaired.

5. **Advisory Committee:** No report.

6. **Parent Task Force (PTF):** No report.

IX. **New Business:**

1. **IDEIA Part B:**

- i. **2020-2021 Agreement:** Reimbursement in equitable participation for the 2020-2021 school year.
- ii. **Notice of Adoption of AIU Policies:** GY stated if we take advantage of AIU services, we must adhere to AIU Policies. Motion to approve made by BB, seconded by DT.

2. **General Policies:** The following policies were approved by the Board:
 - i. Equal Employment Opportunity Policy
 - ii. Religious Beliefs and Customs
 - iii. Establishing a Position Policy
 - iv. Employment of Relatives Policy
 - v. Employee Evaluation Policy
 - vi. Professional Educator Code of Conduct Policy
 - vii. Employee Freedom of Speech Policy
3. **Website & Board Page:** Debbie from ID Solutions working with web designer to update. GY talked about using the Board Docs program and having policies and other pertinent information available.
4. **Corporations & Charitable Organization Annual Statement:** MJ confirmed that the annual statement has been submitted.
5. **Fundraising Registration:** MG to handle.
6. **Meeting with Autism Speaks:** ES met with Amy Logston, the Executive Director of the Western PA Autism Speaks office. They expressed an interest in our Transition Program and would like to visit the school to talk about ways we can work together. Looking to schedule when we are able. Meeting took place before the stay-at-home order was issued.
7. **Marketing Package:** MG talked about the need to work on updating and obtaining new materials.

X. Public Comment: None.

XI. Other: None.

XII. Executive Session: None.

Meeting adjourned at 9:22PM

The next Board Meeting is scheduled for Wednesday, May 20, 2020 at 7:00PM

The May Board Meeting will take place via conference call due to the continuing stay-at-home order in place in Pennsylvania

Executive Session at 6:00PM (if applicable)

