

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF
SPECTRUM CHARTER SCHOOL
HELD MAY 20, 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:

Public:

- I. **Call to Order:** MG called the meeting to order at 7:03PM
- II. **Additional Board Agenda Items:** None.
- III. **Agenda:** A motion to approve the agenda was made by BB and seconded by DT. All in attendance were in favor.
- IV. **Minutes:** A motion to approve minutes from the 4/15/2020 Board Meeting was made by DT, seconded by JY. All in attendance were in favor.
- V. **Financial Reports:**
 1. **Monthly Financial Report:** MJ reviewed details of the May, 2020 financial report. MG had questions regarding payments. MJ reviewed open invoices. A motion to approve the financial report for May, 2020 was made by JY, seconded by BB. All were in favor.
 2. **General Fund Budget:** MJ reviewed budget items for the proposed 2020-2021 GFB. DT had questions relating to assumptions. Motion to approve was made by BB, seconded by DT. All were in favor. The proposed budget will be up for review and the final budget will be voted on during the June, 2020 Board meeting.
 3. **Review of \$150,000 Line of Credit:** MJ reviewed options from PNC, First National and Citizens Banks for the purpose of increasing the line of credit LOC from \$50,000 to \$150,000. MG reviewed reasons for the proposed increase. BB had a question relating to the reason for the increase. After discussion regarding each program from the various banks, a motion to approve moving forward with the increase was made by BB, seconded by ES. All were in favor. MJ will discuss increasing the LOC with FNB from \$50,000 to \$150,000.
 4. **Review PNC VISA account:** MJ reviewed the need to increase the PNC VISA account from \$8,000 to \$10,000. A motion to approve the increase was made by BB, seconded by DT. All were in favor. MJ will move forward with seeking the increase on the PNC VISA account from \$8,000 to \$10,000.
- VI. **COVID-19 Update:**
 1. **2020-2021 Revised School Year Calendar:** GY discussed revising the school calendar to meet the fulfillment of hours in the school year. Allows for more instruction days along with adding flexible instruction days to make up for possible snow days. DT had a question regarding professional development days. ES and MG had questions regarding the changes and number of days worked. Motion to approve the revised school calendar was made by DT, seconded by JY. All were in favor.

VII. Principal's Report: See attachment. MG had a question regarding graduation and how it will be held. DT had a question regarding the use of facilities during graduation.

VIII. Old Business:

1. 20th Anniversary:

- i. **Big Burrito Fundraiser:** ES has emailed and phoned the Big Burrito Group. Offices remain closed due to the stay-at-home order. Will try again as some businesses begin to reopen.

2. Strategic Plan:

- i. **Building Capacity Grant Update:** Highmark grant application has been submitted. Autism Speaks grant application has been submitted. Autism Speaks grant is on hold due to the COVID-19 Pandemic. The grant submitted to Autism Speaks was for Chromebooks which we have obtained with other funds. Therefore, MJ will contact Autism Speaks to determine how to address. No further update on the Highmark grant application. GY talked about a grant for textbooks and smartboards. The projected cost would be \$8,000-\$10,000 per subject. GY discussed buying a license through Edgenuity. MJ and GY meeting with grant writer to discuss needs and possible grants. BB talked about a possible grant through the Lions Club for the Needs List which MJ reviewed. MG discussed possible expansion of the school and the need to seek funding for architect plans. MG had a question about school enrollment. MJ stated new families need to enroll now to be able to invoice.

ii. Fundraising Efforts:

1. **Constant Contact Newsletter:** Rachel sent out lists for review.
2. **Breakdown of Database:** MJ to send out for review if the lists need to be broken down further.

- iii. **Financial Management System grant; software & consultant Update:** Determined that QuickBooks has the capability to provide the information required by the Board. No need to pursue grant for this item.

3. Building & Property:

i. Donated House & Property:

1. **Taxes Update:** Allegheny County came out to look at the building.

- ii. **ASA Out of The Building by May 31st – Update:** ASA should be out by the end of the month. MJ stated that the building will require some maintenance.

- iii. **Summer Maintenance:** No update.

- iv. **Roadside Sign Update:** BB discussed that Amanda will be meeting with a sign company to discuss pricing and options. Amanda will be going on break; therefore, BB and JY will take over the project and report back to the Board and will be meeting with prospective sign companies. Possibility one sign on each side of the driveway with solar powered LED lights. This option will save on costs of running electricity to the signs. Electric signage deemed too costly.

4. Grants:

- i. **Highmark Grant.** Application has been submitted.

- ii. **CEEG-Continuity of Education Equity Grant:** Currently under review.

- iii. **ELT's:** MJ reviewed status of two open grants. Will be speaking with ELT to discuss status.

5. Advisory Committee: No report.

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

IX. New Business:

1. **General Policies:** The following policies were approved by the Board:
 - i. Employee Contract Policy
 - ii. Employee Salary Determination
 - iii. Professional Growth Guidelines
 - iv. Employee Responsibility for Student Welfare
 - v. Government Relations Policy
 - vi. Solicitation Policy
 - vii. Prevailing Wage Policy
 - viii. Employee Contract Policy
2. **Charter Resolution-Oppose Governor's Proposed Funding Cuts:** Presented to the Board for discussion.
3. **Website & Board Page Update:** In process.
4. **Fundraising Registration:** MG advised that it appears the school should register in the fall.
5. **Marketing Package:** No update.

X. Public Comment: None.

XI. Other:

1. ES had questions about the fall reopening of the school. Sub-committee consisting of ES, BB, MJ and GY will meet to come up with a reopening plan.
2. MG advised that ACT 55 Board training will be held on June 5, 2020 for those who need to complete.

XII. Executive Session: Preceded the regular Board meeting. Began at 6:00PM. Executive session ended at 6:48PM.

Meeting adjourned at 9:12PM

The next Board Meeting is scheduled for Wednesday, June 17, 2020 at 7:00PM

The June Board Meeting is scheduled to take place via conference call due to the COVID-19 Pandemic.

Executive Session at 6:00PM (if applicable)

